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SUBJECT: Monitoring and Auditing of Training

1. Course audited or individual monitored.
2. Date of auditing.
3. Instructor in charge.
4. The adequacy of the classroom.
5. Physical security considerations.
6. Student reaction.
7. Auditor's or monitor's evaluation of session.

(This should include comments on the general effectiveness of the presentations, organization, clarity, and appeal.)

NOTE: While the above format is suggested, it is not my desire that the auditor's or monitor's report be limited to these factors or that they be answered in a generally unmeaningful way. The object of this exercise is to know precisely how we are doing in order to do better.

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